



REQUEST FOR PROPOSALS

CITY OF SAN RAMON

PREPARATION OF THE EASTSIDE SPECIFIC PLAN INCLUDING ASSOCIATED GENERAL PLAN UPDATES AND ENVIRONMENTAL REVIEW

INTRODUCTION

The City of San Ramon is soliciting proposals from qualified planning consultants to prepare the Eastside Specific Plan. The selected consultant will complete the contracted scope of work, under the general direction and coordination of the Planning/Community Development Department.

THE COMMUNITY OF SAN RAMON

The City of San Ramon is located in southern Contra Costa County, surrounded by the communities of Danville, Blackhawk and Dublin, as well as the unincorporated lands in both Alameda and Contra Costa Counties. The City's location along the Interstate 680 corridor links it to other parts of the San Ramon Valley, Central Contra Costa County to the north, and San Jose to the south. This location, combined with the proximity of the intersection between Interstates 680 and 580, as well as being home to Bishop Ranch Business Park, makes San Ramon an integral part of the Bay Area economy.

On March 5, 2002, the citizens of San Ramon voted and approved a new General Plan, which includes the development of three new specific plans. The major provisions of the General Plan are as follows:

- ◆ A twenty year Urban Growth Boundary subject to voter review after ten years; and

- ◆ A Smart Growth Vision supported by a new mixed use General Plan designation in commercial/retail shopping areas that will mix residential and retail uses; and
- ◆ Open Space Action Plan to preserve, acquire and enhance open space resources for resource conservation; and
- ◆ New specific plans for the Northwest, Crow Canyon and Eastside areas; and
- ◆ New housing policies that demonstrate commitment to providing affordable housing to meet Association of Bay Area Government's fair share targets for the City including commercial linkage fees, inclusionary zoning, senior housing, second unit and public employee housing.

PURPOSE AND INTENT OF THE EASTSIDE SPECIFIC PLAN

The Eastside Specific Plan (Tassajara Valley) is San Ramon's newest planning subarea and is included in the City's 2020 General Plan Goals. This planning area comprises approximately 4900 acres or approximately 7.66 square miles and is located in an unincorporated part of south central Contra Costa County, southeast of the Town of Danville and east of the Dougherty Valley development in process of being annexed to the City of San Ramon. Currently, much of the land in the study area is in agricultural use, such as spring pasture and livestock grazing, with a few orchards, small horse ranches, and five-acre ranchettes. Residential development is limited to approximately 220 rural residential units, most of which are clustered along Camino Tassajara and other side roads. The majority of the land area is in private ownership.

The purpose of the Specific Plan document is intended to provide policy direction and guidance on how this planning area would develop while balancing desired land use goals with environmental and economic factors. The San Ramon General Plan policies that relate specifically to the Eastside Specific Plan are:

4.7-I-3 Prepare an Eastside Specific Plan for the area delineated on the General Plan Diagram as a cooperative venture with Contra Costa County and area landowners. This specific plan may be prepared in 2010 when the vote reaffirming the Urban Growth Boundary (UGB) established in the General Plan is held or at a later date, consistent with Policy 4.6-I-3.

4.6-I-3 Provide for a voter review of the Urban Growth Boundary in the year 2010.

The review of the UGB in 2010 is intended to coincide with expiration of the Contra Costa County Urban Limit Line (ULL), which mirrors the planning horizon of the current County Plan, and expiration of Ordinance 197, as adopted in August 1990. The update would be by means of a City voter review to consider the maintenance or amendment of the UGB and related policy. City voter approval would be required for any amendment to the UGB.

******Please note, that these are the policies that directly relate to the preparation of the Eastside Specific Plan. There are other policies found within the General Plan that are applicable to developing this area. The full text of the General Plan is available on the City's website at www.sanramon.ca.gov.***

REQUESTED SERVICE

The City of San Ramon is soliciting proposals from planning consultants to develop the Eastside Specific Plan, General Plan Amendment for affected general plan elements and related Environmental Impact Report (EIR). The requested service also includes the preparation of economic and fiscal analyses for all the EIR project alternatives. An extensive neighborhood/public participation program is also anticipated as part of this planning effort. The consultants will be expected to work closely with the City staff for the duration of the process, and attend all meetings and workshops, and facilitate “hands-on” programs that will demonstrate to workshop participants how land use alternatives evolve, interact, and how competing interests may influence one another. The Specific Plan, General Plan Amendment, EIR and development of mitigation measures are expected to be parallel efforts resulting in an iterative approach to the Plan development. This iterative process will allow the plan to be refined based on the best information available and design/incorporate Plan elements to minimize conflicts and reduce required mitigation associated with Plan implementation.

The Eastside Specific Plan study area is outside the City’s Urban Growth boundary and Sphere of Influence. As such, consistency with General Plan Policy 4.6.I-3 requires that the plan be complete and ready for voter consideration at the time of the Urban Growth Boundary review in the year 2010. Given the scope of the project, consultants may prefer to team or joint venture with other firms in order to meet all of the qualifications necessary to carry out the project. For joint ventures, a lead or prime consultant shall be designated.

The following describes specific components which should be included in the scope of work. The final scope of work will be coordinated with City staff and the selected consultant team. The Eastside Specific Plan consultant shall:

1. Work closely with City staff to finalize the work program for the Eastside Specific Plan, including detailed schedules of dates and activities.
2. Prepare the Eastside Specific Plan documents to satisfy all the elements required by State law.
3. Develop a Public Participation Program that includes community/ property owner outreach, design workshops, community meetings, mailings, project webpage and any other tools necessary to solicit community input on the proposed Eastside Specific Plan.

4. Conduct a survey of built and proposed development within the Eastside Specific Plan area.
5. Provide and analysis of existing entitlements and development densities.
6. Develop the Eastside Specific Plan to satisfy all the requirements of General Plan Policy 4.7-I-3 and identify necessary amendments to all General Plan elements based on the following key Specific Plan elements:
 - Land use program, including the type, characteristics, and location of rural and urban land uses. The land use program shall at a minimum address:
 - Residential housing needs (market rate, work force and affordable units)
 - Commercial needs
 - Opportunities for mixed use development
 - Open space for passive and active recreation
 - Public and semipublic land uses such as schools, churches, fire, etc.
 - Pedestrian oriented development /circulation
 - Resource linkages
 - Infrastructure improvement and maintenance program with a dedicated funding mechanism for:
 - Public facilities construction and maintenance
 - Roadways improvements and maintenance
 - Landscape improvements and maintenance
 - Sewers improvements and maintenance
 - Water improvements and maintenance
 - Drainage improvements and maintenance
 - Police service
 - Fire Service
 - Open space protection program/plan, including designation of permanent open space and design of open space amenities, such as staging areas, trails and connections, etc.
 - Natural areas protection program, including the need for Natural Communities or Habitat Conservation Plans to preserve and buffer sensitive habitat areas, sensitive species habitats, riparian corridors, wetlands major ridgelines, etc.
 - Hazards protection program/plan, including the management of unstable slopes, floodplains, wildland fires, etc. In addition to the program design, the Specific Plan shall also identify a funding mechanism to address initial and future need.

- Implementation program, including cost of and responsibility for necessary capital and other improvements, financing measures, plan administration and enforcement, etc.
7. Provide all necessary support documentation for the Sphere of Influence and Boundary Modifications necessary for the incorporation of the Eastside Specific Plan area into the City of San Ramon.
 8. Develop a Service Area Plan to satisfy the utility and public service needs identified within the Eastside Specific Plan
 9. Coordinate with current and proposed land use and utility plans within or adjacent to the proposed Eastside Specific Plan area
 10. Prepare an Environmental Impact Reports (EIR) for the proposed Eastside Specific Plan and General Plan amendment, Sphere of Influence amendment and future annexations, including a minimum of three plan alternatives. The EIR shall evaluate all of the Plan alternatives and identify the preferred plan.
 11. The Propose Eastside Specific Plan EIR shall provide project level analysis for those properties where specific entitlements are proposed as part of the initial scope of work and planning application.
 12. Work closely with City staff to create the necessary policy and environmental documents to update the City's General Plan to reflect modifications resulting from the Eastside Specific Plan. The scope of work shall include both policy and environmental impact assessments for all affected General Plan Elements.
 13. Address Global Warming concerns associated with AB32 and include Greenhouse Gas Reduction Program that will at a minimum:
 - Characterizes the baseline conditions for greenhouse gas emissions for the Specific Plan area and City as a whole.
 - Define the 1990 greenhouse gas emissions thresholds for the project area and City as a whole.
 - Provide greenhouse gas emissions analysis for the proposed Specific Plan alternatives and City as a whole.
 - Incorporated and quantify greenhouse gas reduction strategies and mitigation measures necessary to obtain 1990 greenhouse gas emissions thresholds and develop corresponding General Plan Policies to support those efforts .
 - Establish interim thresholds of significance and mitigation measures appropriate for the tiering of subsequent project reviews associated with implementation of the Specific Plan until such time (July 2009) as the State Office of Planning and Research has developed threshold of significance criteria pursuant to SB 97.

- Provide provisions for the transition of interim thresholds of significance and mitigation measures to the threshold of significance criteria pursuant to SB 97 and new information or criteria established by the California Air Resource Board.
14. Prepare an economic and fiscal analysis for the proposed Specific Plan and each plan alternatives identified in the EIR.
 15. Designate appropriate members of the consultant team to participate in ongoing project management and coordination meetings with City staff. The frequency shall be determined based on schedule of deliverables.
 16. Work closely with staff on the preparation and presentations of all staff reports to City Boards, Planning Commission and City Council for the proposed Eastside Specific Plan and related project approvals.
 17. Designate appropriate members of the consultant team to participate with City staff in all community workshops and public hearings before City Boards, Planning Commission and City Council regarding the review and adoption of the Eastside Specific Plan, certification of the Environmental Impact Report and any other related project approval.
 18. The proposal and project cost shall be specific to the following components:
 - Eastside Specific Plan Development
 - General Plan Updates
 - Environmental Review including fiscal analysis and Greenhouse Gas inventory and reduction Program

Provide an approximate cost for each of the sub-items, including the aerial photographs, graphics, draft documents, final formatting and printing of the Eastside Specific Plan. The budget should also include the cost of providing the City with an electronic file of the Eastside Specific Plan capable of being loaded onto the City's website.

PROPOSAL CONTENTS AND SUBMITTAL REQUIREMENTS

Each consultant who responds to this Request for Proposals is required to submit the information listed below. Please submit 10 copies of all requested materials.

1. Letter of transmittal.
2. Description of the firm(s) qualifications, with emphasis on work related to the preparation of specific plans, and in particular, analyses relating to residential and

- mixed use development; economic and fiscal analyses; AB32 compliance, Boundary reorganization, water supply analysis and environmental impact reports.
3. Describe the Specific Plans, economic and fiscal analyses, and environmental impact reports your firm(s) has completed in the last three years.
 4. If this is a joint venture, explain in detail the responsibilities of each firm. Include an estimate of the time to be spent by individual firms on the team.
 5. Identify the key personnel who will be assigned to this project and describe their responsibilities. Also, list recent projects on which the principal staff have worked and describe their responsibilities.
 6. State the approach you will use on this project, including the following information:
 - (a) Overall approach to the project;
 - (b) Scope of work;
 - (c) Project schedule;
 - (d) Project management;
 - (e) Project budget broken down by work program task, consultant, and work phases. Indicate hourly rates of individuals involved and the fee structure for additional work outside of the contract. The consultant shall specify the costs per person estimated for attendance at public meetings.

This information should be written so that it may be incorporated, as modified during contract negotiations, as an attachment to the consultant agreement.

7. Include a statement that the firm(s) has sufficient staff resources and capability to perform the work contained within this Request for Proposals within the specified time frame.
8. Provide five (5) references of current projects with names and telephone numbers of contact persons.

SELECTION CRITERIA

The following criteria are among those that will be used to evaluate submitted proposals:

1. A high level of professional competence and a proven track record in the preparation of similar specific plans, environmental impact reports, fiscal and economic analyses, and the implementation of public participation programs.
2. Experience of personnel assigned to the project.

3. If a joint venture, the track records of team members' experience working together and on similar projects.
4. Public facilitation capabilities and experience working with the public, as well as citizen committees, in formulating goals and drafting specific plans.
5. Quality of the proposal. The proposal should clearly demonstrate the firms' understanding of the City's overall objectives in the Eastside Specific Plan process.
6. Ability to produce high quality documents that are user friendly with high quality graphics.
7. Ability to complete the project within the required timeframe.
8. Cost of preparing the Eastside Specific Plan, economic and fiscal analyses, and the environmental impact report in relationship to the services offered.
9. Review of references.

PROJECT BUDGET

The prospective consultant shall provide a proposed total fixed fee for all work specified in the Scope of Work. The budget shall include consultant's costs, meeting attendance and facilitation, production of public information packets and publicity brochures as necessary, aerials, map preparation and other graphics, and 15 copies of all administrative drafts, 100 hard copies and 50 CDS of the final documents. Please note that reimbursable expenses are not covered by the City contract.

SUBMITTAL OF PROPOSALS

Submit proposals and supporting materials to:

Lauren Barr, Senior Planner
City of San Ramon
2226 Camino Ramon
San Ramon, CA 94583

Proposals must be received at the Planning Services Division desk on or before 4:00 p.m., (May 23, 2008)

GENERAL INFORMATION

1. If you have any questions regarding this Request for Proposal, please contact Lauren Barr at (925) 973-2567.

2. The prospective consultant shall submit ten copies of the proposal to the City of San Ramon.
3. An authorized official of the firm shall sign the proposal.
4. The proposal shall be valid until (December 31, 2008)
5. The City reserves the right to reject any and all proposals.
6. The consultant will comply with affirmative action, access of records, conflict of interest, and other provisions as required.
8. Interviews for firms that are selected to make a presentation to the City will be scheduled in June 2008. Each selected firm will be informed of its interview time at least one week prior to the interview date.

Attachments:

- 1) San Ramon Vicinity Map (Figure 2-1)
- 2) Specific Plan Location Map(Figure 2-2)
- 3) General Plan Land Use Diagram(Figure 2-3)





